

DET Meeting Guidelines



Guideline Objectives: Provide DET staff guidance to efficiently manage meetings. The content below is not intended to be a mandated process, rather, provide DET staff a guideline to efficiently manage meetings.

DET SENIOR LEADERSHIP GUIDELINES

SCHEDULING A MEETING

Before Scheduling a Face-to-Face meeting:

- Review the “Should We Be Meeting” Decision Tree (link to graphic).
 - Use the results to determine if a face-to-face meeting is necessary or if an e-mail or quick conversation will suffice.

Scheduling the Meeting – Attendees and Time Management

1. What are the fewest number of people that need to be in attendance to achieve the desired result? Only include those who are essential to the conversation or decision.
2. What is the shortest amount of time needed to achieve the desired result?

ATTENDING MEETINGS

Accepting the invite should be a conscious decision:

- Will you add value to the meeting?
- Is there already someone attending that can represent your (your team's) position?
- If you believe it is not necessary for you to attend, confirm with your manager and decline the meeting with a note to the organizer and the name of the individual that you feel can represent your position.

If you do attend, be prepared. Be on time.

MEETING MANAGEMENT

- An agenda is **required** for all meetings
- Clearly define the purpose/objective
- End on time. (Try scheduling meetings to end 10 minutes before the hour or half-hour)
- Clearly document action items – meeting coordinator has responsibility to follow up on deliverables
- If there is information or data that is relevant to help streamline the meeting, those should be distributed far enough in advance to allow time for participants to review
- All participants are expected to have reviewed information provided in advance of the meeting
- Expect vendors to follow meeting guidelines, and ask they share meeting objectives before accepting their invitation to meet

SUMMARY

- Avoid allowing meetings to be barriers to productivity
- When possible delegate meetings to develop others
- An agenda should be included with each meeting invite, or very soon after the meeting is scheduled
- Avoid having more than 2 people from the same team attend a meeting
- Each meeting should have follow-up actions